

## **SENIOR PUBLIC INFORMATION SPECIALIST (113-03)**

**SALARY:** \$52,228.80 - \$75,628.80 annually, plus liberal fringe benefits

**Management Category III (See attached sheet.)**

### **THE POSITION**

This is advanced professional and supervisory work of considerable difficulty assisting the department director in planning, coordinating and implementing Citywide public information, public relations campaigns and communications programs.

The employee in this class is responsible for planning, organizing, and supervising professional and technical personnel in creating, developing and implementing policies, plans and practices for the effective communication and marketing of City programs, services, and objectives. Work includes attending community meetings and providing information to the public on behalf of the City, and the coordination of special projects. The employee in this class is expected to establish and maintain effective working relationships with elected and appointed officials, senior city managers, subordinate personnel, representatives of other governmental jurisdictions, representatives of private businesses, civic organizations, other City employees, the media, and the general public.

Under the direction of the department director, the employee exercises considerable initiative and independent judgment in performing work assignments. Work is reviewed through written reports, meetings, conferences, and by observation of results obtained.

**NOTE:** The duties of this position will include all of those duties set forth in the official job description.

### **THE REQUIREMENTS**

1. Be a regular or probationary City employee serving in a current permanent appointment in any class as of the closing date of this announcement.
2. Have graduated from an accredited college or university with a Bachelor's degree in public relations, journalism, marketing, public or business administration or a closely related field.
3. Have at least four (4) years of professional work experience in public relations and public information including experience in the use of diverse media and some supervisory experience.

### **THE EXAMINATION**

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

**NOTE:** Per Chapter 295.07 of the Florida Statutes, veteran's preference points will be awarded for promotional exams only with regard to a veteran's first promotion after reinstatement or re-employment with the City from active duty service without exception.

**NOTE:** If the position warrants, candidates may be required to pass a background investigation which includes a polygraph examination prior to employment.

### **HOW TO APPLY**

Official City of Fort Lauderdale applications will be accepted and received at the Department of Human Resources, City Hall, 100 North Andrews Avenue – 3<sup>rd</sup> Floor, Fort Lauderdale, Florida, up to **4:00 p.m., Friday, April 1, 2005.**